

INSTRUCTIONS FOR PREPARATION OF THE FY 1981 ANNUAL PERSONNEL PLAN (APP)

1. Attached are the forms for the FY 1981 APP for your Career Service (CS). It is recommended that the APP be prepared at the Office level as well as the CS level. The CS level Plan should be submitted to Office of Personnel Policy, Planning, and Management, Personnel Management Evaluation Staff (OPPPM/PMES).
2. CS preparers are asked to contact Deputy Director for Human Resources Planning and Information (DD/PPPM/HRPI) for assistance in preparing projections and some of the goals. We anticipate that these figures should be available by 15 August. DD/PPPM/HRPI will be able to assist with projections for Professional-Technical-Clerical at the CS level and also at some office levels. To the greatest extent possible, Agency official data from OPPPM should be used as a basis for preparing projections and goals. Where the official data which you request appear to differ significantly from data which you may have compiled, you are urged to follow the guidance of DD/PPPM/HRPI. STAT
3. Summary Page. Transfer entries from the correspondingly numbered Total lines from the Plan, pp. 1-4.
4. Total Authorized On-Duty Strength. Enter best estimate effective beginning FY 1981.
5. Contact DD/PPPM/HRPI for assistance in preparing CS-level projections. For advice or assistance in preparing Office-level projections, contact DD/PPPM/HRPI through the CS Senior Personnel Officer.

6. Item #2. Total goals should be established, followed by subcategories for affirmative action purposes. Note that the listed subcategories will not add up to the Total, since White Males are not carried separately and minority Women are counted twice.
7. Item #3. DD/PPPM/HRPI should assist in projecting hiring feasibilities at the CS and some Office levels. The CS and Offices establish the goals. Note that the Professional-Technical-Clerical Total lines should add up to the Combined Total lines.
8. Item #4. DD/PPPM/HRPI should assist in projecting promotion feasibilities at the CS and some Office levels by Professional-Technical-Clerical (but not, as yet, by Women and Minorities). The CS and Offices establish the goals.
9. Items #5 and 6. The goals are established by the CS and Offices according to the definitions for "developmental rotational assignments" contained in the approved Senior Officer Development Plan. Goals are to be established counting the number of appropriate individuals who are expected to be on developmental rotational assignments. A person who will be on more than one rotation during the Plan year should be counted only once; a person who will be continuing a current rotation on into the Plan year should be counted for the Plan year (and also later for both Report years). The term "out of CS" includes out of the Agency; the term "within CS" may include within the parent Office if the anticipated assignment meets the required definition. For clarification concerning the definition of a developmental rotational assignment, contact SIS/Support Staff

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10. Item #7. The Advance Staffing Plan (ASP) should be submitted as soon after 15 August as possible, but definitely no later than 8 September, which is the due date for the APP. In preparing the ASP summary, reference should be made to the goals established in Item #3. The summary will then reflect the basis for the detailed recruiting requirements specified in the ASP. If there are significant differences between what is reported in Items #3 and 7, please attach an explanation.